



DoD Exceptional Family Member Program Conference

Navy Exceptional Family Member Program Overview

16 November 2009

Ms. Marcia Hagood, MBA, MIS
EFMP Program Manager
(901) 874-2236



Briefing Objectives

Provide an overview & understanding of policy,
procedures &
responsibilities for:
Navy Exceptional Family Member Program



Purpose

- Identify and enroll all family members with special needs
- Provide information to Detailers for PCS assignment to meet the family member's special needs
- Ensures service availability of medical, special education and mental health for Exceptional Family Members areas of assignment



EFMP Policy and Guidance

- **DODINST 1315.19** *"Authorizing Special Needs Family Members Travel Overseas at Government Expense,"* 20 December 2005
- **SECNAVINST 1754.5B** *"Exceptional Family Member Program,"* 14 December 2005
- **OPNAVINST 1754.2C** *"Exceptional Family Member Program,"* 22 January 2007
- **BUMEDINST 1300.2A** *"Suitability Screening, Medical Assignment Screening and Exceptional Family Member Program,"* 23 Jun 06
- **MILPERSMAN 1300-700** *"Exceptional Family Member (EFM) Program,"* 05 March 2008



OPNAVINST 1754.2C

(22JAN07)

- Contains policy, procedures and responsibilities for:
 - Identifying sponsors who have an Exceptional Family Member
 - Ensure family resource/service availability for special needs families
 - Ensures Detailers are informed and enables consideration of such special needs during the assignment process
- Prescribes enrollment forms:
 - DD Form 2792 EFMP Medical Summary
 - DD Form 2792-1 EFMP Special Education /Early Intervention Summary



OPNAV N135s Role

- OPNAV (N135)
 - Establish program policy
 - Implement Program
 - Develop resource materials
 - Develop and periodically conduct training
 - Monitor and assess program effectiveness



NPCs Role

- Navy Personnel Command (PERS-451)
 - Coordinates with detailers for PCS assignments
 - Establish and maintain database of all enrolled sponsors
 - Provide technical assistance to MTF/FFSCs
 - Review PCS assignments to match EFM needs



BUMED'S Role

- Develop policy for healthcare providers to identify and enroll eligible family members
- Maintain Central Screening Committee who reviews EFMP applications and provide category recommendations to NPC
- Identify an EFMP Coordinator at each MTF to assist service members with the application process
- Coordinate early intervention, special education, and medically related services with DODDS and/or EDIS for family members with long term chronic medical, psychological, or educational requirements



Central Screening Committee's Role

- Central Screening Committee is composed of multidisciplinary specialists (Developmental Pediatricians)
 - Reviews the EFMP enrollment package
 - Contact the EFMP Coordinator or Service member to obtain or clarify enrollment information
 - Provide assignment/category code recommendations
NPC
 - Assist with developing policy for healthcare providers to identify and enroll eligible family members



Medical Treatment Facility Commander's role

- Identify an EFMP Coordinator at each Navy MTF
- Ensure NPC PERS-451 and service members are aware of the identity of MTF Coordinator
- Disseminate mandatory enrollment provisions per OPNAVINST 1754.2C
- Ensure privacy are maintained
- Ensure assigned sponsors update EFM file prior to expiration date
- Ensure command support personnel are aware of the program



MTF Coordinator's role

- Oversee identification of and assist with enrollment of eligible sponsors
- Provide EFMP enrollment letter to service and family members, installation commands, activities, and MTF personnel
- Coordinate with overseas/remote MTF EFMP and suitability screening coordinators
- Identify emergency enrollments to NPC
- Refer sponsors to FFSC for local resources
- Provide EFMP training to MTF personnel and all area commands on EFMP enrollment procedures



MTF Coordinator's Role

- Assist sponsors in the enrollment process
 - Perform DEERS check for potential EFMs
 - Review EFMP forms for accuracy and completeness
 - Provide copy of forms to enrollees and maintain a copy on file.
 - Review, sign forms and forward to the appropriate CSC



EFMP POCs Role

- Serve as an Advocate for service and family members
 - CCC
 - CMC
- Provide EFMP enrollment information to service and family members, and installations commands
- Refer service and family members to MTF Coordinator for enrollment
- Ensure service members update EFMP enrollment status prior to expiration date



FFSCs Role

- Provide Advocacy assistance as needed to family members who:
 - Have a newly diagnosed needs
 - Are reporting to the area
 - Are stationed or returning from overseas
 - Are medivaced into the area
 - Request EFMP assistance.

- Assist MTF EFMP Coordinator with identification and enrollment



FFSCs Role

- Conduct interviews that will include, but not limited to:
 - crisis intervention
 - intake
 - assessment
 - referral
 - follow-up
- Network with community agencies
 - Educational Services
 - Military Health Care/TRICARE Civilian Providers
 - State and local Community Social Services



FFSCs Role

- Provide Community Assistance and Resource Referrals for EFMs:
 - Ombudsmen
 - Housing Office
 - Respite Care
 - Child Care Providers
 - Community Agencies
 - Other area military department EFMP Liaisons
- Provide Training and Educational Workshops



FFCSs Role

- Provide EFMP enrollment information to service and family members, and installations commands
- Develop local community resources sheets
- Identify and refer EFMs that may require counseling services to the FFSC counselors.



Initiate Enrollment

ENROLLMENT PROCESS



EFMP Enrollment Forms

- DD Form 2792 application must be completed and signed by an EFMP Coordinator
 - Personal note and/or additional information may be included
 - Medical summary should be completed and signed by medical provider (military or civilian)
 - Signed functional and medical summary must be included for all children
 - ✓ ADDENDUM 1: Asthma/Reactive Airway Disease Summary
 - ✓ ADDENDUM 2: Mental Health Summary



EFMP Enrollment Forms

- DD Form 2792-1 EFM Special Education/Early Intervention Summary
 - Completed and signed by a school official or early intervention provider
 - A legible copy of current Individual Education Plan or Individualized Family Service Plan must be submitted
 - A letter or report from the school or early intervention provider may be included



DD Form 2792

DD2792:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2792.pdf>

DD2792-1:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2792-1.pdf>



EFMP Enrollment

- EFMP Coordinators will forward to one of the three Central Screening Committees:
 - Portsmouth, VA
 - San Diego, CA
 - Yokosuka, Japan

- Categories Based On:
 - Type of Specialist required
 - Frequency of requirements
 - Availability of services
 - Severity of medical/educational request



EFM Categories

- 1 For monitoring purposes only
- 2 Limited overseas locations
- 3 No overseas assignments
- 4 Assignments near major medical locations facilities
- 5 Homesteading program
- 6 Temporary category (6-12 MONTHS)

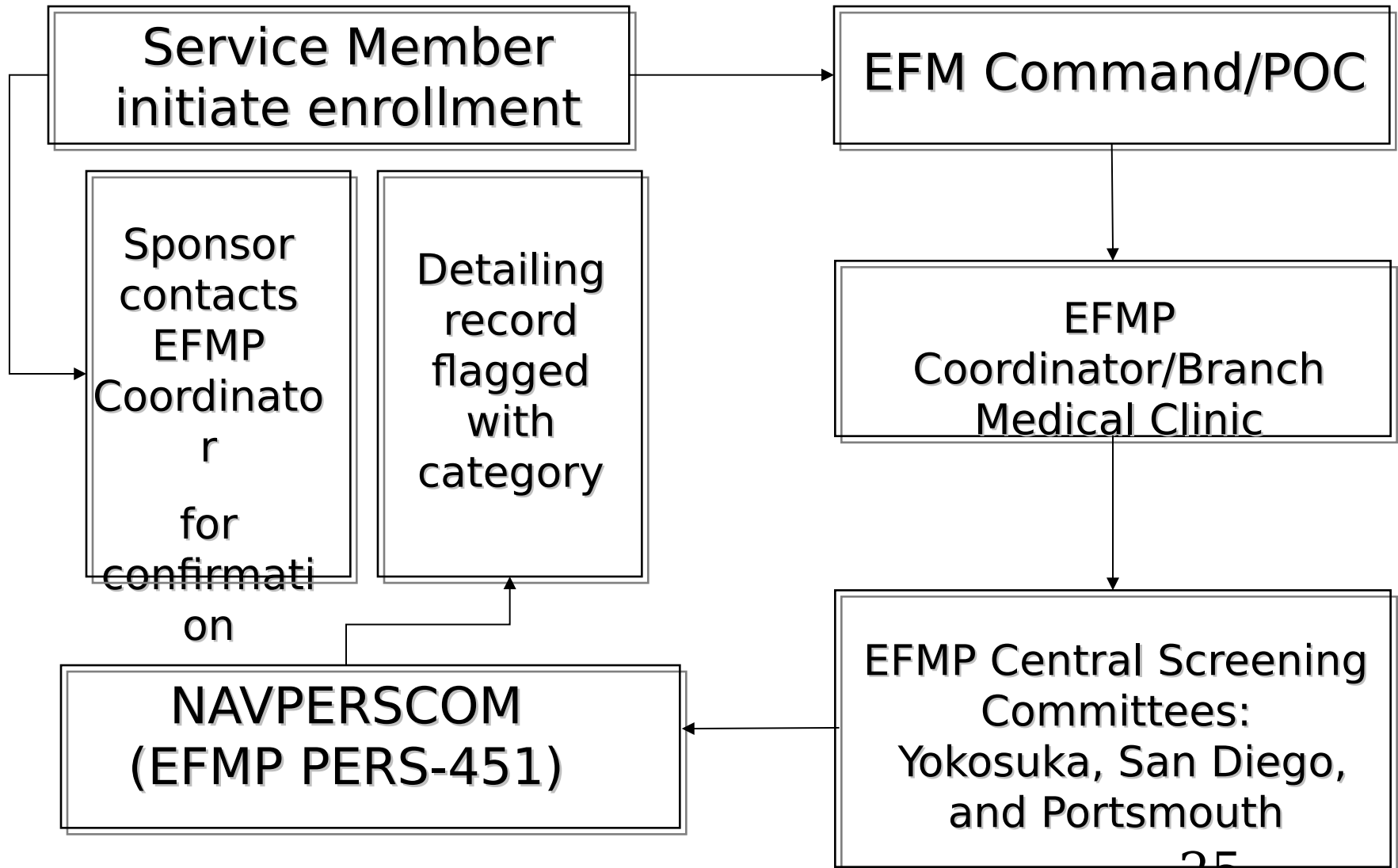


Homesteading Locations

- EFMs needs are highly specialized, complex and or severe requiring continuity of care
 - Norfolk, VA
 - San Diego, CA
 - Jacksonville, FL
 - Bremerton, WA
 - Washington, DC



Application Process





Benefits of Enrollment

- Enrollment allows a flexible assignment process
- Saves Families and Navy money
- Early Returns are Lessened
- Unnecessary family Separation Avoided
- Retain Qualified/Trained Personnel
- Improves the QOL for Enrolled Families
- Ensures Special Care is Available



Late Enrollment

- Orders will be held up
- Gapped billet for the gaining command
- Member may loss desired orders
- Member may be forced to do an unaccompanied tour
- Humanitarian assignment can be delayed



Disenrollment

The Process



Reasons for Disenrollment

- Family member no longer requires medical, mental health or educational services as validated by a physician
- Family member no longer resides with sponsor
- Sponsor is divorced or loses custody of enrolled family member
- Family member is deceased



Disenrollment Requirements

- Requires submission of an updated EFMP Application
- Serialized letter on command letterhead IAW MILPERSMAN 1300-700, paragraph 8.b.:
 - Divorce
 - Custody
 - EFM longer Resides with sponsor
 - Death



Disenrollment Requirements

- Coordinators disenroll members following the same process as enrollment
 - Cannot accept phone calls or notes from members to be removed from the program
 - Need to provide proof of recovery
 - Letters from the CO requesting disenrollment must state reason
 - DD Forms 2792 used for enrollment are used to disenroll and processed through the screening committee



EFM Program

Roadmap for Success



Set Goals

- Provide assistance with enrollment information to all EFMP identified Service members in your area
- Avoid hearing “I was unaware of the program” or “I didn’t know where to go from service members in your area”
- Direct all area EFM sponsors to resources or POCs that can make a difference
- Know that your assistance helps save careers, and supports operational readiness



Steps to Improve Exceptional Family Program

**Not following OPNAVINST 1754.2C guidance
is the #1 problem!**

- Provide adequate training & time to do the job
- Maintain & reference regulations & guidance
- Provide informational briefings on EFMP to local commands
- Develop & implement local SOPs
- Maintain an ongoing network



Value of Networking

- Get help from local experts and others in assisting families
- To stay informed about changes within your local community
- Let others in the community know who you are where you are and what you do



Market the EFM PROGRAM

- Advertise
 - Send local area message
 - Display your name, location, phone number
 - Use your media
 - Use the command check-in sheet to assist enrolled members
 - Establish a POC in each department



Useful Websites

OPNAVINST 1754.2C

<http://doni.daps.dla.mil/default.aspx>

EFMP Handbook NAVPERS 15614I

<http://www.npc.navy.mil/CommandSupport/ExceptionalFamilyMember/>

DD Form 2792/2792-1 (EFMP Enrollment):

http://www.dtic/whs/directives/informgt/forms/_formsprogram.htm

DoD Military Homefront:

<http://www.militaryhomefront.dod.mil>

Military OneSource

www.militaryonesource.com





Support Programs

- Humanitarian Assignment
- Early Return Program
- Family Separation Allowance
- Incapacitated Dependent
- Variable Housing Allowance



Remember...

- Always remain proactive
- Exceptional Family Member Program is a personnel process and family support program that requires facilitation of required resources in a timely manner
- Know that your assistance helps save careers, and supports operational readiness



The Goal of the EFM Program is...

**...to assist service members in
providing for the special
needs of their EFM before,
during, and after relocation**



Exceptional Family Member Program

- Questions?
- Comments?

